



Livable Delaware Funding

Application Guidelines for Livable Delaware Assistance to Municipalities and Counties

Section I General Guidelines

The Livable Delaware funding has been set aside to assist municipalities and counties deal with issues relating to development, transportation, land use regulation and planning to implement the goals and objectives of the Livable Delaware Initiative. These funds are intended to assist municipalities and counties with limited planning staff to meet the requirements of their charters, the goals of their comprehensive plans, and regulations included in the State Code.

Counties and municipalities are eligible to receive up to a 50 percent match to a limit of \$10,000 of project costs. Grants from the Livable Delaware funding are intended to match funds provided by municipal governments and counties, including in-kind services. Matches of in-kind staff support from a municipality or county will be considered.

Grants are awarded on a continuing basis throughout the year. Grant awards are based upon the evaluation of the application and the supporting documentation as well as the availability of funds.

The Office of State Planning Coordination will review the applications and make recommendations to the Governor's Senior Advisor for approval. The Office of State Planning Coordination reserves the right to attach special conditions to any and all awards.

These grants can be used in combination with the Infrastructure Planning Grants.

Other grant funds are available from the Limited Funding Pool of the Infrastructure Planning Account for municipal comprehensive plan updates. Information on these grants are available from the Office of State Planning Coordination

This packet contains guidelines for completing the application for grant funding. The application includes information necessary to complete a review of project eligibility.

Applications for matching grants from the Livable Delaware funding must be addressed to the office of State Planning Coordination. Applications should be addressed as follows:

Office of State Planning Coordination
Suite 7, 3rd Floor
Thomas Collins Bldg.
540 S. DuPont Hwy.
Dover, DE 19901
Attn: Dorothy Morris

The Office of the Budget administers the funds provided by the Livable Delaware program according to procedures for management and audit of the matching grants.



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Section II Specific Requirements

The project proposed must recognize the goals and objectives as outlined in Executive Order 14, HB 255 (the Comprehensive Planning and Annexation bill) and the Strategies for State Policies and Spending document. The scope shall describe implications of those goals on local and state policies as well as the vision developed by the municipality or county through the planning process.

Types of Projects that Will Be Considered for Funding:

- Pre-planning organization such as training of Planning Commission and local officials
- Post planning for implementation of Comprehensive Plan
- Annexation Plans
- Zoning, subdivision, and other land use regulations
- Community design projects
- Main Street planning
- Other projects needed to comply with the Livable Delaware laws

Priority will be given to applications which demonstrate the necessity to comply with Livable Delaware Planning Initiatives. Special consideration may be given to joint applications between two or more municipalities and counties.

Criteria for Reviewing Planning Grants

- Readiness to proceed
- Consistency with Livable Delaware
- Age/Status of existing Comprehensive Plan/Land Use regulations, if any
- Participation in State programs relating to planning issues.
- Small to medium jurisdictions with limited planning capacity
- Inter-jurisdictional planning issues
- Innovation of proposed project

Section III Application Instructions

Information Sheet - The municipality or county must supply the name of the local jurisdiction, the contact person, the mailing address and the phone number. The date the last planning documents were adopted (i.e., Comprehensive Plan, Subdivision Ordinance, Annexation Plan). A brief description and identification of who will complete the majority of the scope of work along with the start date and expected date of completion. The municipality or county must complete a project cost information sheet.

Scope of Work - The municipality or county must include a scope of work statement for the planning project. The scope of work statement must include details about the issues being addressed and how the municipality or county



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plans to meet the requirements of the State Strategies and Livable Delaware Initiatives. The scope is expected to be no more than 2 to 5 pages.

Council Approved Resolution - The municipality must submit a resolution adopted by the City/Town/County Council approving the project.



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APPLICATION COVER SHEET AND CHECK LIST

Municipality/County Name

Date of Application _____ **Date Received** _____

Check List for Application Materials

- ☐ **Application Cover Sheet and Check List**
- ☐ **Jurisdiction Information Sheet**
- ☐ **Scope of Work Document**
- ☐ **Council Approved Resolution**



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Information Sheet

Municipality/County Name: _____

Mailing Address: _____

Contact Name/Phone number: _____ Fax: _____

Type of Plan to be created or updated (Comp. Plan, Annexation Plan,) _____

Date of current or previous plan (if any) _____

Project description: _____

Who will complete the project (staff or consultant; if consultant, please give name/address: _____

Project Start Date _____ Expected Completion Date _____

Cost Summary:

Estimated Total
Project Cost

Fund Request (Not to exceed
50% of total project cost or
\$10,000 maximum state grant)

Amount of local
funds available

\$ _____

\$ _____

\$ _____

Name of Mayor or Council President: _____

_____, 20____
Signature of Mayor or Council President Date